



City of Austin - JOB DESCRIPTION



Administrative Associate

FLSA:	Standard/Non-Exempt	EEO Category:	(60) Admin/Supp
Class Code:	10250	Salary Grade:	BA2
Approved:		Last Revised:	August 07, 2008

Purpose:

Knows fundamental concepts, practices, and procedures in providing general administrative support, including clerical and research duties. Uses established procedures to complete assigned work.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Greet visitors
2. Answer multi-line telephones
3. Direct customers
4. Contact vendors & solicit bids
5. Sort, deliver & pick-up of mail and funds collected
6. Maintain, record, enter, research, and retrieve data
7. Type letters, memos, forms, etc.
8. File administrative documents
9. Verify accuracy, completeness, and reconcile data
10. Order & issue various office supplies and materials

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Minimum Qualifications:

Graduation from high school or equivalent, plus one (1) year of experience in general clerical/secretarial experience.

Any combination of education and/or work experience will substitute for minimum qualifications.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.